

LICENSEE FILE CD REQUEST

RE 775 (Rev. 8/11) [Stats updated 7/25/2011]

Please read all instructions on page 3 before completing this form.

SHIP TO:							JOB # - FOR OFFICE USE ONLY
ATTN:							DATE SHIPPED
1ST LINE OF ADDRESS							SUBSCRIPTION EXPIRATION DATE
2ND LINE OF ADDRESS, IF ANY							
CITY						STATE	ZIP CODE
CONTACT PERSON						PHONE NUMBER	
REQUESTOR CERTIFICATION I (REQUESTOR) HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE INFORMATION ON PAGE 3 AND I UNDERSTAND THAT THE FEES ARE NOT REFUNDABLE OR TRANSFERABLE.					SIGNATURE OF REQUESTOR _____ _____ DATE _____		
TO PURCHASE FILE BY CREDIT CARD, COMPLETE THE FOLLOWING: METHOD OF PAYMENT ACCOUNT NUMBER EXPIRATION DATE OF CARD AMOUNT AUTHORIZED							
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DSC							\$
SIGNATURE OF CARDHOLDER _____					DATE _____		APPROVAL # - DRE USE ONLY
PRINTED NAME OF CARDHOLDER _____					TELEPHONE NUMBER _____		REFERENCE # - DRE USE ONLY

FILE INFORMATION

NOTE: NONE OF THE LICENSEE LIST FILES ARE IN A "LABEL-READY" FORMAT. IT WILL BE THE PURCHASER'S RESPONSIBILITY TO IMPORT AND PROCESS THE DATA USING A SOFTWARE PRODUCT OF THE PURCHASER'S CHOICE. DEPARTMENT OF REAL ESTATE STAFF WILL NOT BE AVAILABLE TO OFFER ASSISTANCE IN HELPING THE PURCHASER IMPORT OR PROCESS THE FILES.

- ☐ 1. ALL STATE CD - CURRENT LICENSEES FILE.....☐ SINGLE MONTH PURCHASE (\$50) OR ☐ 12-MONTH SUBSCRIPTION (\$550)
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- ☐ 2. ALL STATE CD - MORTGAGE LOAN ORIGINATOR ENDORSEMENT LICENSEES (APPROVED AND APPROVED-INACTIVE)
.....☐ SINGLE MONTH PURCHASE (\$50) OR ☐ 12-MONTH SUBSCRIPTION (\$550)
-
- ☐ 3. FILE OF SELECTED LICENSEES ON CD (\$25) — COMPLETE 3A and 3B.

3A. LICENSE TYPE (check one or more)

- ☐ SALESPERSON ☐ CORPORATION
☐ BROKER ☐ OFFICER

3B. INDICATE THE TYPE OF SELECTED LICENSEE LIST BELOW (Only one type of list may be ordered per request form)

- ☐ NEW LICENSEES ONLY (Indicate beginning and end dates. Beginning date must be within the last four years.)

BEGINNING DT.

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 MM/DD/YYYY

ENDING DATE MM/DD/YYYY

AREA DESIGNATION FOR "NEW" LIST (choose one only)

- ☐ SPECIFIC ZIP CODES ☐ SPECIFIC COUNTIES
- ☐ ALL MAILING ADDRESSES
- ☐ ALL CALIFORNIA MAILING ADDRESSES
- ☐ ADDRESSES OUTSIDE CALIFORNIA (IN USA)
- ☐ ADDRESSES OUTSIDE USA

- ☐
- EXISTING LICENSEES (Includes new licensees)

AREA DESIGNATION FOR "NEW" LIST (choose one only)

- ☐ SPECIFIC ZIP CODES* — 45 ZIPS OR ZIP RANGES LIMIT
- ☐ SPECIFIC COUNTIES* — 25 COUNTY LIMIT
- ☐ ADDRESSES OUTSIDE CALIFORNIA (IN USA)
- ☐ ADDRESSES OUTSIDE USA

* Enter specific zip codes or specific counties on page 2.

Enter either a range of zip codes in the “from/thru” columns or specific zip codes in the “from” column.

[illegible]

	INFORMATION, INSTRUCTIONS AND COSTS	
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The California Department of Real Estate (DRE) offers non-confidential licensee information on CD-ROM. Each CD-ROM contains a copy of the licensee file in the following four formats which can be imported into most database programs:

- Tab delimited
- Comma delimited
- DBF (can be opened with several commonly used data base application software products such as Microsoft FoxPro, Microsoft Access, Borland dBase (version 3 and greater), and Computer Associates Clipper).
- Fixed length (549 characters per record)

Note: None of the licensee list files are in a “label-ready” format. It will be the purchaser’s responsibility to import and process the data using a software product of the purchaser’s choice. Department of Real Estate staff will not be available to offer assistance in helping the purchaser import or process the files. Some complimentary instructions are included on the CD and available at www.dre.ca.gov.

Some software applications have limitations as to the number of records that can be loaded. Check with your software manufacturer for any limitations it may have. Refer to the attached Approximate Number of Licensees.

Refer to the attached RE 776 for the record layout.

1. All State CD—Current Licensees File

This file contains the names, mailing addresses, and other license information of current licensees. The file includes licensees who are known to have unreliable mailing addresses. Also included are the names and license information (but not the addresses) of licensees who have requested to be excluded from lists that are used for mass mailing purposes. An indicator in the record will distinguish if the address is included and if it is unreliable. In addition, there will be multiple records for brokers that hold more than one real estate license (individual broker/corporation officer license). The file also contains the employing broker’s name and ID number, if applicable, for salespersons, the corporation ID number for officers; and the designated officer’s ID number for corporations.

This file may be purchased monthly or as a 12-month subscription.

- The monthly purchase charge is \$50, payable in advance.
- The 12-month subscription is \$550 for a continuous 12-month period, payable in advance.

2. All State CD — Mortgage Loan Originator Endorsement licensees

This file contains the names, mailing addresses, and real estate license number taken Department of Real Estate records. The

NMLS Unique Identifier, NMLS license type, and NMLS status is data obtained from the Nationwide Mortgage Licensing System. This file contains only those licensees whose Mortgage Loan Originator endorsement license are in an “approved” or “approved-inactive” status as reflected on the Nationwide Mortgage Licensing System Consumer Access Web site.

3. File of Selected Licensees

This file is offered with a choice of either existing licensees or new licensees. Both files include the names, mailing addresses, and other license information of current licensees. The file also contains the employing broker’s ID, if applicable, for salespersons, the corporation ID for officers, and the designated officer’s ID for corporations.

Existing Licensees – This file contains the above in for information for current licensees, including new licensees.

New Licensees – This file contains the above information for original licensees issued during a specific period.

Within each file, the choice of licensees may be limited to selected license types and/or either selected counties or selected zip codes. Refer to the attached Approximate Number of Licensees per County document to estimate the volume of names you are ordering.

The cost for either of these files is \$25, payable in advance.

Sort Order of Files

If specific zip codes are requested, the file will be in zip code order (sorted to first five digits only) and then ID# order within zip codes.

If specific county codes are requested, the file will be in county code order and then ID# order within county codes.

All other files will be in ID# order.

General Information

- Only one type of file may be ordered per request form. Please use additional forms as necessary.
- Please type or print clearly.
- Fees may be charged (VISA, MasterCard, American Express, or Discover Card) or paid with a personal check or money order. Make check/money order payable to: Department of Real Estate.
- Please mail the completed form and appropriate fee to:
Department of Real Estate
P.O. Box 187006
Sacramento, CA 95818-7006
- All costs, including mailing charges, are included in the fee.
- Fees are not refundable or transferable. Requests received without the proper fee will be returned to the sender.

**APPROXIMATE NUMBER OF LICENSEES PER COUNTY
AVAILABLE FOR LIST SELECTION [AS OF: 7/25/2011]**

<i>County Name</i>	<i>County Code</i>	<i>Salesperson</i>	<i>Broker</i>	<i>Officer</i>	<i>Corporation</i>	<i>Total</i>
No County	00	0	1	0	0	1
Alameda	01	10396	4132	827	857	16212
Alpine	02	9	1	0	0	10
Amador	03	196	113	16	16	341
Butte	04	871	483	53	50	1457
Calaveras	05	415	185	21	22	643
Colusa	06	58	24	2	2	86
Contra Costa	07	9877	4050	734	779	15440
Del Norte	08	53	44	2	2	101
El Dorado	09	2032	805	134	141	3112
Fresno	10	3955	1455	311	327	6048
Glenn	11	54	33	5	4	96
Humboldt	12	366	256	39	38	699
Imperial	13	351	108	24	25	508
Inyo	14	66	43	5	5	119
Kern	15	2962	964	205	212	4343
Kings	16	286	87	17	17	407
Lake	17	358	145	18	16	537
Lassen	18	85	52	4	4	145
Los Angeles	19	78193	28423	7016	7384	121016
Madera	20	587	226	33	33	879
Marin	21	2669	1596	233	239	4737
Mariposa	22	89	39	3	3	134
Mendocino	23	371	216	28	30	645
Merced	24	859	191	37	40	1127
Modoc	25	28	17	1	1	47
Mono	26	154	83	23	23	283
Monterey	27	1943	932	166	173	3214
Napa	28	839	456	69	75	1439
Nevada	29	979	480	69	72	1600
Orange	30	37172	16161	4025	4276	61634
Placer	31	4756	1866	383	410	7415
Plumas	32	144	66	9	9	228
Riverside	33	18805	5751	1223	1285	27064
Sacramento	34	9992	3542	723	758	15015
San Benito	35	324	100	23	25	472
San Bernardino	36	12935	3787	961	1025	18708
San Diego	37	28200	12082	3141	3219	46642
San Francisco	38	5897	3053	659	663	10272
San Joaquin	39	3719	1061	231	252	5263
San Luis Obispo	40	2117	1232	236	235	3820
San Mateo	41	6226	2769	565	578	10138
Santa Barbara	42	2400	1288	223	227	4138
Santa Clara	43	15790	5889	1239	1276	24194
Santa Cruz	44	1858	832	119	121	2930
Shasta	45	972	482	71	75	1600
Sierra	46	16	10	0	0	26
Siskiyou	47	131	104	13	12	260
Solano	48	2538	810	141	145	3634
Sonoma	49	3665	1504	238	241	5648
Stanislaus	50	2652	716	158	169	3695
Sutter	51	421	166	38	38	663
Tehama	52	163	82	8	8	261
Trinity	53	34	25	2	2	63
Tulare	54	1348	510	86	87	2031
Tuolumne	55	317	184	25	26	552
Ventura	56	7097	2683	550	573	10903
Yolo	57	836	368	74	73	1351
Yuba	58	205	58	14	15	292
Total in CA	◇	289,831	112, 821	25,273	26,413	454,338
Out of State	98	4749	3394	367	405	8915
Out of Country	99	11	18	2	2	33
Total outside CA	◇	4,760	3,412	369	407	8948
Grand Total	◇	294,591	116, 233	25,642	26,820	463,286

RECORD FORMAT (*Licensee data files*)

RE 776 (Rev. 8/2011)

See pages 2 & 3 for further information.**RECORD LAYOUT FOR FIXED LENGTH FORMAT OF LICENSEE FILES EXCEPT MORTGAGE LOAN ORIGINATOR LICENSEES. SEE NEXT SECTION FOR MORTGAGE LOAN ORIGINATOR FILE RECORD LAYOUT.**

<i>Field Name</i>	<i>Field Length*</i>	<i>Beginning Position</i>	<i>Description</i>
Multiple_License_Ind	1	1	N = First (and possibly only) record for this licensee. Y = At least one other record for this licensee has already been written in this file.
LastName_Primary	40	2	Last name of a licensee if license_type is "Person" Primary name of a Corporation if license_type is "Corporation"
FirstName_Secondary	40	42	First name of a licensee if license_type is "Person" Secondary name of a Corporation if license_type is "Corporation"
Name_Suffix	5	82	Corporation does not have name_suffix_code
Lic_Number	8	87	Licensee's license number
Lic_Type	11	95	License_type is "Person" if licensee is a broker, salesperson or officer.
Lic_Status	12	106	Licensed (salesperson) in the employ of a broker; or (broker/corp.) business address on file; or (officer) affiliated with a corporation. Licensed NBA: (salesperson) with no broker affiliation; or (broker/corp.) no business address on file.
Lic_Effective_Date	8	118	YYYYMMDD
Lic_Expiration_Date	8	126	YYYYMMDD
Rel_Lic_Number	8	134	For salesperson = Employing broker's license number For officer = Affiliated corporation license number For corporations = Designated officer license number
Empl_LastName_Primary	40	142	For Salesperson, this field contains employer's last/primary name
Empl_FirstName_Secondary	40	182	For Salesperson, this field contains employer's first/secondary name
Empl_Name_Suffix	5	222	For Salesperson, this field contains employer's name suffix code if there is any
OfficerLastName	40	227	For corporation, this field contains designated officer's last name For officer, this field contains the primary name of the affiliated corporation.
OfficerFirstName	40	267	For corporation, this field contains designated officer's first name For officer, this field contains the secondary name of the affiliated corporation if there is any
OfficerSuffixName	5	307	For corporation, this field contains the designated officer's suffix code if there is any
Rel_Lic_Type	11	312	For salesperson = Employing broker's license type For officer = Affiliated corporation license type For corporation = Designated officer license type
Address_1	40	323	Mailing address line 1
Address_2	40	363	Mailing address line 2, if applicable
City	40	403	City name
State	2	443	Two letter state abbreviation
Zip_Code	10	445	Five- or nine-digit zip code with a hyphen (-)
Foreign_Nation	30	455	Foreign nation name

Foreign_Postal_Info	20	485	Foreign postal information
County_Code	2	505	Two-digit county code
County_name	40	507	County name
Restricted_Flag	1	547	Y = License is restricted
Misc_Indicator	1	548	C = 18 month Conditional License
Ethics_and_Agency_Ind	1	549	Y = Requires only Ethics, Agency, Trust Fund, & Fair Housing continuing education on next renewal

SORT ORDER

If specific *zip codes* are requested, the file will be in zip code order (sorted on first five digits only) and then ID# order within zip codes.

If specific *county codes* are requested, the file will be in county code order and then ID# order within county codes.

All other files will be in ID# order.

GENERAL INFORMATION

Lists of non-confidential licensee information including name, mailing address, and other license information may be purchased in electronic format on CD only. Complete details regarding data available, price, format, how to order, etc., is provided in the order form entitled **Licensee File CD Request** (RE 775) available on the DRE Web site at www.dre.ca.gov.

Please note that licensee list files are *not* provided in a “label-ready” format. It will be the purchaser’s responsibility to import and process the data files using a software product of the purchaser’s choice. Department of Real Estate (DRE) staff will not be available to offer assistance in helping the purchaser import nor process the data files.

However, the DRE offers step-by-step guides for Microsoft Word, Excel and Access, which may be of help. These guides can be found on licensee lists CD’s or on the DRE website (www.dre.ca.gov) , under the Licensees tab.

RECORD LAYOUT FOR FIXED LENGTH FORMAT OF MORTGAGE LOAN ORIGINATOR LICENSEES

<i>Column Name</i>	<i>Data Type</i>	<i>Data Length</i>	<i>Source</i>	<i>Description of Columns</i>
Lastname_Primary_Name	String	40	DRE	For DRE_LICENSE_TYPE of “Corporation” this column contains the first 40 characters of the Corporation name. For all other DRE_LICENSE_TYPES this column contains the last name.
Firstname_Secondary_Name	String	40	DRE	For DRE_LICENSE_TYPE of “Corporation” this column contains the remainder of the Corporation name up to 40 characters. For all other DRE_LICENSE_TYPES this column contains the first name. Optional for DRE_LICENSE_TYPE of “Corporation”. Required for all other DRE_LICENSE_TYPES.
Name_Suffix	String	5	DRE	The name suffix for persons. Examples: Jr, Sr, III
Address_Line_1	String	40	DRE	The first 40 characters of the licensee’s mailing address.
Address_Line_2	String	40	DRE	The remainder of the licensee’s mailing address up to 40 characters. Optional
City_Name	String	40	DRE	City name
USPS_State_Code	String	2	DRE	The United States Postal Service abbreviation for the US state.
Zip_Code	String	9	DRE	The United States Postal Service ZIP Code for the mailing address.
DRE_License_ID	String	8	DRE	The License ID number assigned by the CA Department of Real Estate (DRE) for the person or corporation.
DRE_License_Type	String	25	DRE	The type of license issued by the CA Department of Real Estate.

DRE_License_Status	String	25	DRE	The status of the license issued by the CA Department of Real Estate. "Licensed" means the licensee is authorized to perform acts for which a real estate license is required in California. Licensed salespersons must be affiliated with an employing broker in order to perform acts for which a real estate license is required. Brokers/corporations must maintain a California main office address to perform acts for which a real estate license is required. Licensed NBA means the license is in a non-working status. The licensee may not perform acts for which a real estate license is required in California. Salesperson reference for NBA is equivalent to 'No Broker Affiliation' and the broker/corporation reference to NBA is equivalent to 'No Business (current main office) Address'.
DRE_Expiration_Date	Date		DRE	The date the DRE license will expire. NMLS Endorsements are valid only for the calendar year in which they are issued.
NMLS_ID	String	30	NMLS	The unique identifier assigned to a MLO by the Nationwide Mortgage Licensing System & Registry (NMLS)
NMLS_Endorsement_Type	String	50	NMLS	The type of endorsement license issued to the MLO by the California Department of Real Estate
NMLS_Status	String	20	NMLS	The status of the NMLS Endorsement. "Approved" means the licensee has met all the SAFE Act requirements and is authorized to perform MLO activities. "Approved Inactive" means the licensee has met all the SAFE Act requirements, but is in a "non-working status" and does not have a sponsorship request approved in NMLS. Licensees whose MLO is in an approved-inactive status may not perform MLO activities.
NMLS_Entity_Type	String	20	NMLS	NMLS classifies persons or corporations into either entity type of either "INDIVIDUAL" or "COMPANY".
Sponsor_NMLS_ID	String	30	NMLS	The NMLS ID of the MLO's sponsor(s), when required and accepted, for the MLO. Optional.
Phone_Number	String	30	NMLS	The phone number provided NMLS
Sponsor_Name	String	81	NMLS	The NMLS name of the MLO's sponsor
Contact_Name	String	102	NMLS	If a NMLS Entity Type of "COMPANY", then the contact is provided.

OTHER NOTES ABOUT MORTGAGE LOAN ORIGINATOR LICENSEE FILE

- This list includes only DRE Licensee's who have a DRE license status of 'Licensed' or 'Licensed NBA'.
- This list includes only DRE Licensee's whose NMLS endorsement status is either "Approved" or "Approved Inactive".
- The NMLS classifies DRE Brokers that are working as a Sole Proprietorships to have an INDIVIDUAL endorsement and a COMPANY endorsement. Both will be of NMLS Endorsement Type "Real Estate Broker License". In the file there will be two rows for these MLOs; one with an NMLS_ENTITY_TYPE of "COMPANY" and one with an NMLS_ENTITY_TYPE of "INDIVIDUAL". Each will have a separate NMLS ID number assigned.
- DRE allows for licensee's to hold multiple "Officer" licenses. In this file for "Officer" licensee's the rows reported are only for those Officers who have an "Accepted" sponsorship for the corporation they are currently working for.
- The mailing address for the DRE_LICENSE_TYPE of "Officer" is the Corporation for which they work mailing address.
- In the table above the source column denotes where the data is derived. DRE denotes the data was provided from Department of Real Estate's database. NMLS denotes the data is from the NMLS database. The DRE data is valid from the time data request was run. The NMLS data can be up to 72 hours old.
- This data is only for MLOs who are licensed by the California Department of Real Estate and have an MLO endorsement license on NMLS by the California Department of Real Estate.
- All columns are required unless "Optional" is mentioned in the description above.
- The file presented is in Microsoft Excel format. (XLS)

For the most recent NMLS data, please go to the NMLS consumer access web site at: <http://www.nmlsconsumeraccess.org> (Use the NMLS ID or Sponsor NMLS ID for the most current information.)